

WCSA Equipment Policies

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Arrow Sign Policy

An arrow sign is a plastic mobile whiteboard that is used to assist people in finding events throughout the Campus Center. Arrow signs will be put up based on reservations in EMS for all events in the following locations: Hirst Lounge, Havens Lounge, May Room, and the Feldman Ballroom. The signs will indicate the title of the event and the room that the event is occurring in according to what is listed in EMS and placed in high traffic areas to direct people to the events occurring that day.

Collection Drive Policy

To host a collection drive on campus student organizations must submit an event registration form indicating that the event will be a collection drive. Boxes placed without an approved event registration will be removed. There are limited locations approved for collection drive boxes, listed below, that are requested through the event registration process. These requests must be submitted at least five business days prior to the start of the requested reservation date. Reservations are made on a first-come, first-served basis. Please be aware that organizations are not guaranteed the donation box space(s) they request.

At the conclusion of the reservation period, the collection box(es) must be picked up by the reserving organization within two days.

The student organization or department will provide the donation box. It must be labeled with the sponsoring organization or department, the dates of the collection, where the items will be donated, and what items will be accepted (e.g., clothing, non-perishable food items, school supplies, etc.).

Currency CANNOT be collected in the donation boxes.

The student organization or department should check the donation box frequently to empty the contents. Wilson Commons Student Activities (WCSA) is not responsible for theft of items placed in the donation box.

Approved Locations

Anderson Tower – Lobby

Brooks Crossing Apartments - Community Room, River Level

Burton Hall - First Floor Lounge

Crosby Hall - 0 Lounge

Genesee Hall - 3rd floor residence hall lounge opposite the kitchen

Gilbert Hall – First Floor Lobby/Vending Area

Hill Court, Gale House - Entry Lobby

Hoeing Hall - Laundry Room

Lovejoy Hall - Laundry Room

O'Brien Hall - Community Kitchen

Riverview Apartments - Building F

Susan B. Anthony Hall - First Floor Elevator Lobby

Tiernan Hall - Laundry Room

Valentine Tower - Community Room

Wilder Tower – Lobby

Wilson Commons - Common Connection Desk

Frederick Douglass Commons - Building Manager Desk

Genesee Hall - Building Manager Desk

Hillside Market (only for events working with the Food Pantry)

Equipment Rental/Usage Policy

Wilson Commons Student Activities (WCSA) has some equipment that can be reserved by student organizations or departments, which should use the [Supply & Resource Request Form](#) and pick up from the Common Connection desk in Wilson Commons

Prize Wheel Policy

If the prize wheel is used at an information table or flex table, it must be picked up by 9 a.m. and returned by 10 p.m. to the Common Connection each day of the reservation. The organization must notify the Reservation Coordinator at least 24 hours in advance if the prize wheel will not be used on a particular day or if the organization intends to cancel the rental in its entirety. Otherwise, the rental agreement will be considered null and the organization's rental privileges for the remainder of the semester may be suspended.

Any loss, damage, or vandalism during use of the prize wheel is the responsibility of the organization using it and will be charged based on the cost for repair or replacement (not to exceed \$300).

SA Van Policy

Wilson Commons Student Activities manages two Students' Association Government funded 7-passenger vans, which can be reserved by non-exclusive College Student Organizations. Exclusive College Student Organizations; including, Fraternity and Sorority and Residential Life Groups, who have received supplemental funding can also reserve the vans.

College Student Organizations should refer to their Resource Agreement's membership type to determine if they can request to reserve a van.

Van Usage Expectations

- # SA Vans should only be used to support the success of your Organization's mission. Examples of use include:
 - Educational or volunteer opportunities (i.e. off-campus tutoring)
 - Group bonding
 - Facilitating events (i.e. picking up supplies or transportation to an event)
 - Don't forget – most Student Organizations can request event supplies through the Supply and Resource Request Form. Check out our inventory here, or connect with your advisor for more information.
- # Van usage is limited to a 25-mile radius of the University. 50-miles round trip for each reservation.
- # In general, Organizations can only reserve one van at a time.

Become an Approved Driver

SA Vans must only be driven by University approved drivers. Follow the steps below to become an approved driver, if your Organization meets the requirements outlined above.

Qualifications:

- # Individuals must have a valid United States driver's license for at least one year. We unfortunately cannot accept or process international driver's licenses.
- # Driving record must be clean.
- # Approved drivers must adhere to the Safer Driver Program guide.

Step One – Discuss with your executive board to determine who qualifies to be your Organization's approved driver.

- # No more than three executive board members can be approved per Organization.

Step Two – Have the identified executive board member(s) submit a(n) MVR/Safer Driver Program form.

- # Individuals with an out of state license will need to run a Motor Vehicle Report (MVR) for their state through their local DMV. Costs may vary. Produced reports will then need to be uploaded through the MVR/Safer Driver Program form.
- # The University's Facilities & Services Department will process all NYS MVR requests.

Step Three – Wait to receive an approval through CCC before reaching out to request a reservation. Instructions on how to submit a reservation through Virtual EMS will be e-mailed to you once your submission is approved.

- # Approval times vary. Please plan accordingly.

Reservations

- # Van reservation requests must be made 10 days prior to the program/activity date. Submissions received outside of this timeline will be reviewed case-by-case.
- # Requests cannot exceed 4-hours. Vans returned later than the indicated time may result in loss of privileges for the entire Organization.
- # Cancellations must be made in EMS by your Organization's VEMS Contact. Frequent last-minute cancellations will be documented and may result in loss of privileges.

Policy Exceptions

To request an exception to any portion of the policy listed above, please submit an Exception Form.